# Exercise 6

Evaluate Bid and Create Contract

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1. Click '**Strategic Purchasing'** tab

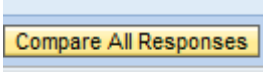2. Click '**Strategic Sourcing'** from the blue menu bar on the left-hand side of the screen.

3. Under **'Active Queries RFxs',** find the RFx you created.

4. Click the blue the RFx Solicitation number '54xxxxxxxx' in the RFx Number Column to display the RFx

5. Click **'Responses and Awards'**.
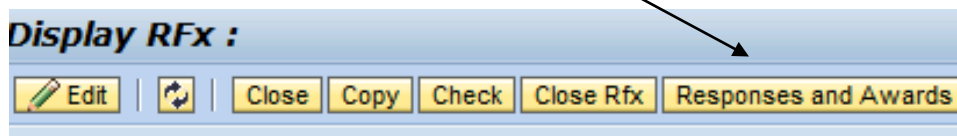
6. Click '**Expand Rows'** on the upper right portion of the screen

7. Under the **'Response Activity Tab**' in the **'Response Number'** column you will see the various bidders responses listed as '55xxxxxxxx' .

8. Click the '55xxxxxxxx' number to view the vendor's bid and review any attachments, notes or questions the bidder provided. This will open the **'Edit RFx Response: 55xxxxxxxx'** screen. The '**RFx Information Tab'** you will default to the **'General Data'** screen.

9. Click **'Questions'** to see the answer to any questions you required at the header level.

10. Click the **Notes and Attachments** tab to see any comments/attachments from the bidder. Any attachments can be viewed or downloaded at this point. NOTE: The Notes and Attachments tab will allow you to see notes and attachments from the bidder that were added at both the header level and the line item level.

11. Click the **'Items'** tab, highlight line item and click **'Details'**.

12. Click **'Questions'**, to view the line-item level questions. To move to the next line item, click the yellow arrow tab on the left hand side of the screen.

13. Once completed, you can close the bidder's response and return back to the '**Responses and Awards'** screen.

14. Click on '**Response Comparison'** tab. **NOTE:** This tab will not appear prior to the opening date and time.
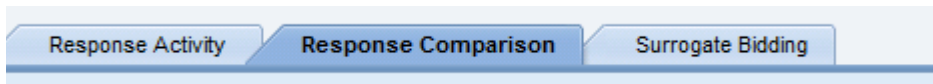
15. Click **'Compare All Responses'** box

16. To generate a bid tab, click on '**Download Response Comparison'.** This creates a spreadsheet with the bidder's responses
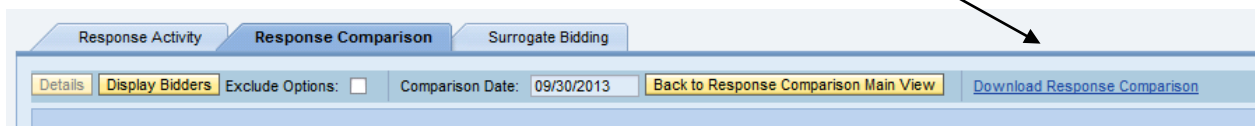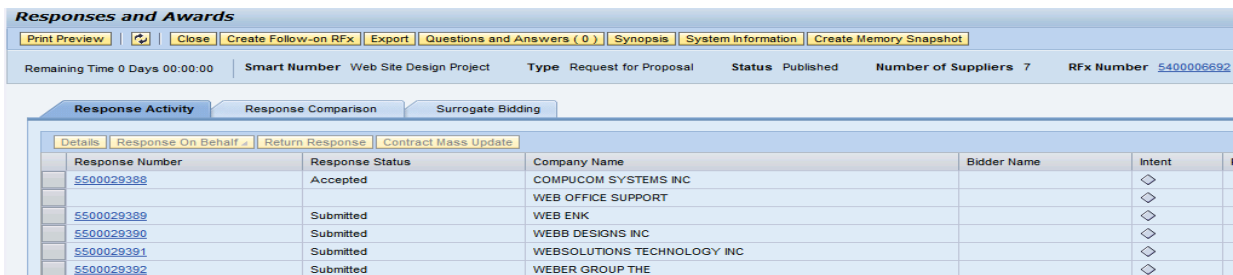
17. This will allow you to open or save an Excel Spreadsheet of the responses.
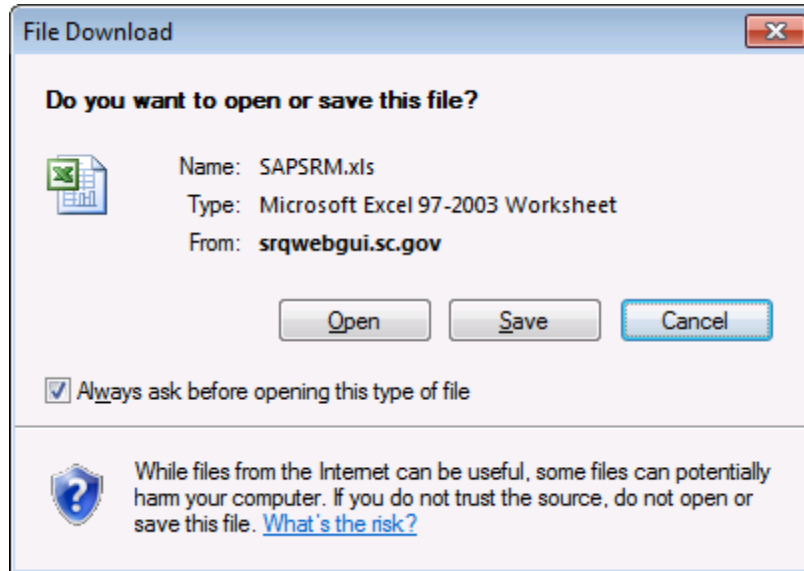
18. Select the **'Save'** option and save the spreadsheet to your desktop.

19. Click '**Response Activity** Tab. Under the **'Response Activity Tab**' in the **'Response Number'** column, click on the Response Number link '55xxxxxxx' for the bidder's response that you want to accept and award.

20. Click '**Accept'** at top of the page to accept the vendor's bid in its entirety. NOTE: If you are awarding by item and only want to make a partial to award to this bidder, click on Items and mark the "Accept" checkbox next to the items to be awarded. For items that are not being awarded, the "Accept" checkbox should be blank. Then click the 'Accept' button at the top of the page.
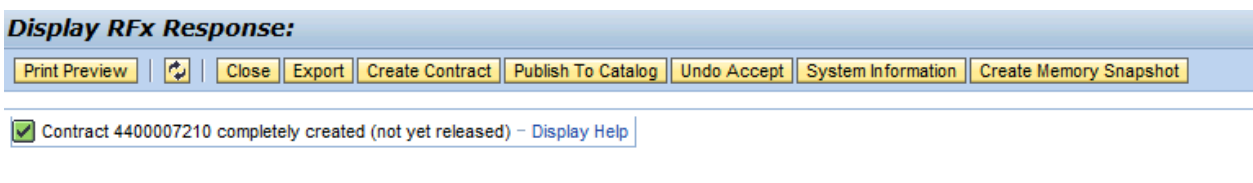
21. Click the **Refresh** Icon

22. Click on **'Create Contract'** box at the top of the screen.
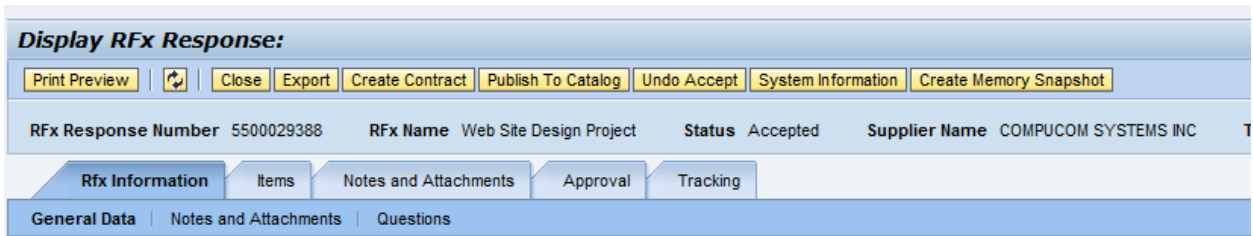
23. A window will appear titled '**Create Contract'** that will allow you to select the type of contract you wish to create. Select **'ZAGY'** as the type of contract. Then click on **'Create Contract'** box.

24. You will see the following message:

25. The Contract has now been created but must be modified and released before it can become an active contract.

26. Close the window.

Contract Number Created: _____